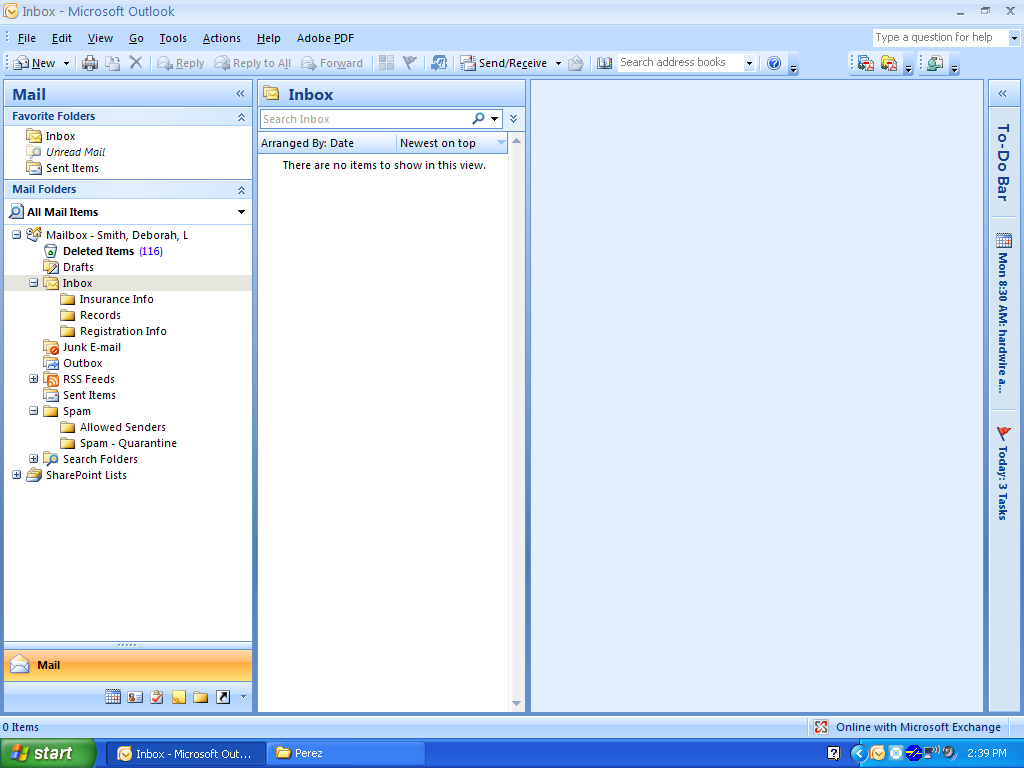
**Microsoft Outlook (Using Calendars, Tasks, Notes, and Voting Buttons)**

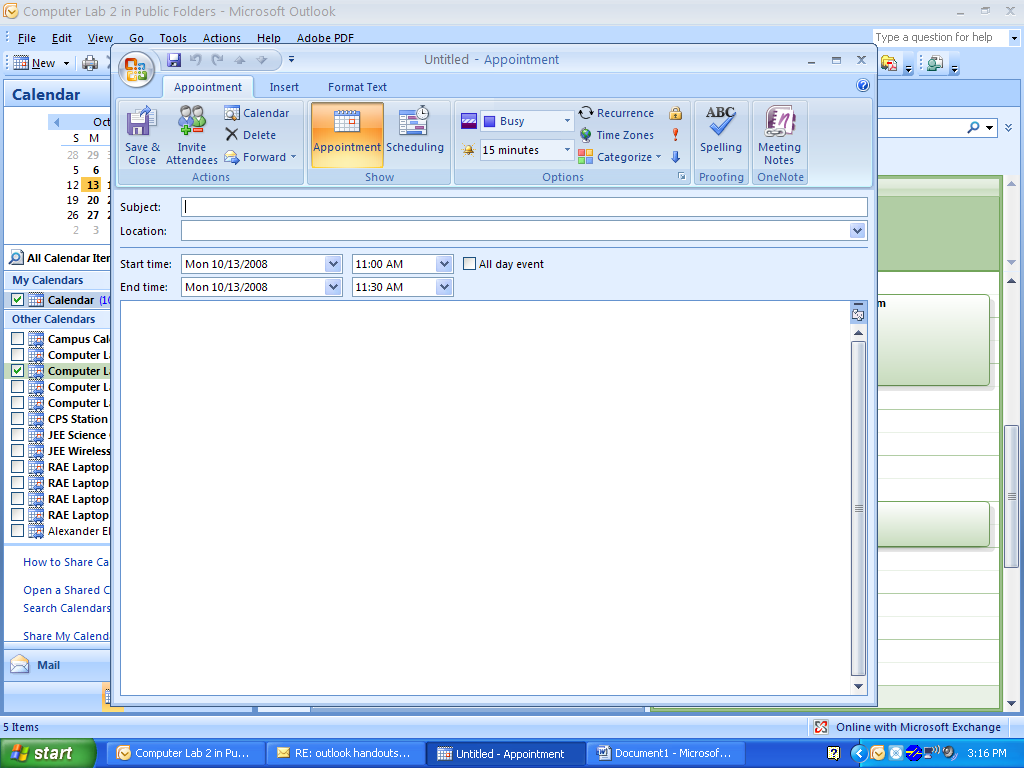
**Calendars Tasks Notes**

**** All of these are found at the bottom left-side corner of your Outlook screen.

Public Calendars---where you’ll find sign up calendars for things like computer labs and laptop carts AND other campuses’ calendars.

YOUR Calendar --- where you’ll put your appointments. If you get a meeting notice in a message and accept it, it will appear on your calendar as well.

**Making appointments on a calendar:**

 With a calendar open, double-click anywhere to get this:

The only truly necessary things to complete here are Subject, Location, Start and End time.

Look at the options:

Recurrence (new window opens—set frequency and stop time)

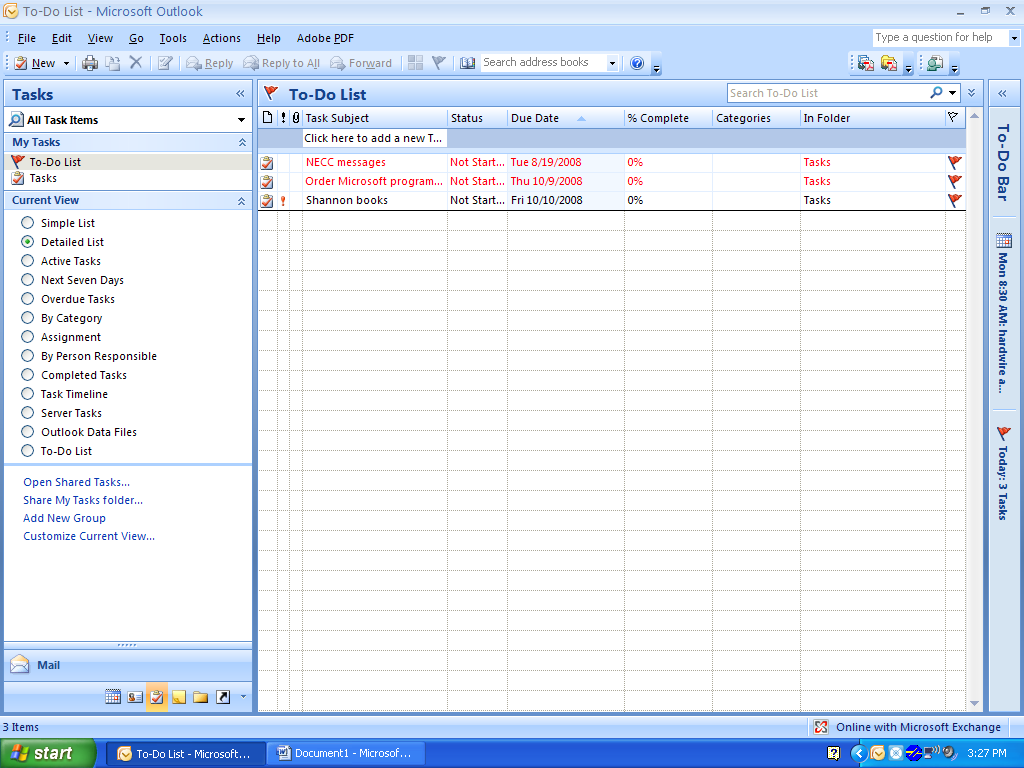
Categorize---color coding

Private

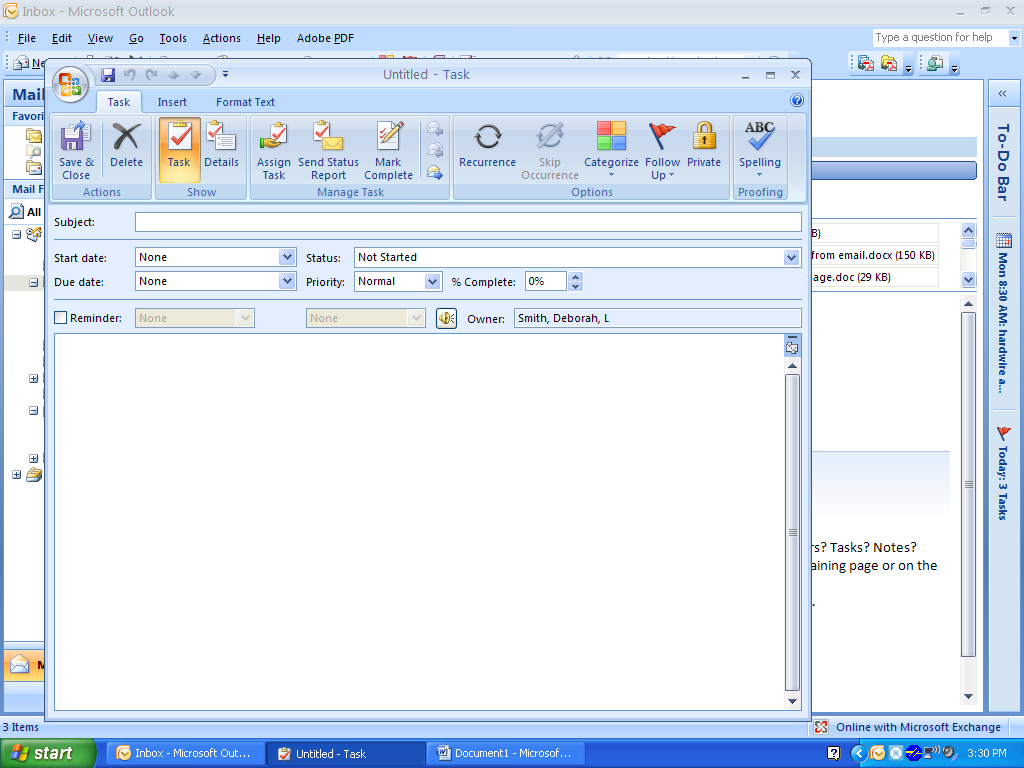
Reminder—timing and sound

Inviting Attendees

Scheduling (if others are keeping their calendars up-to-date)

**TASKS**

Choose the view you want.

Click New>Task to get this:

A lot of the same options are here.

Note: Assign Task

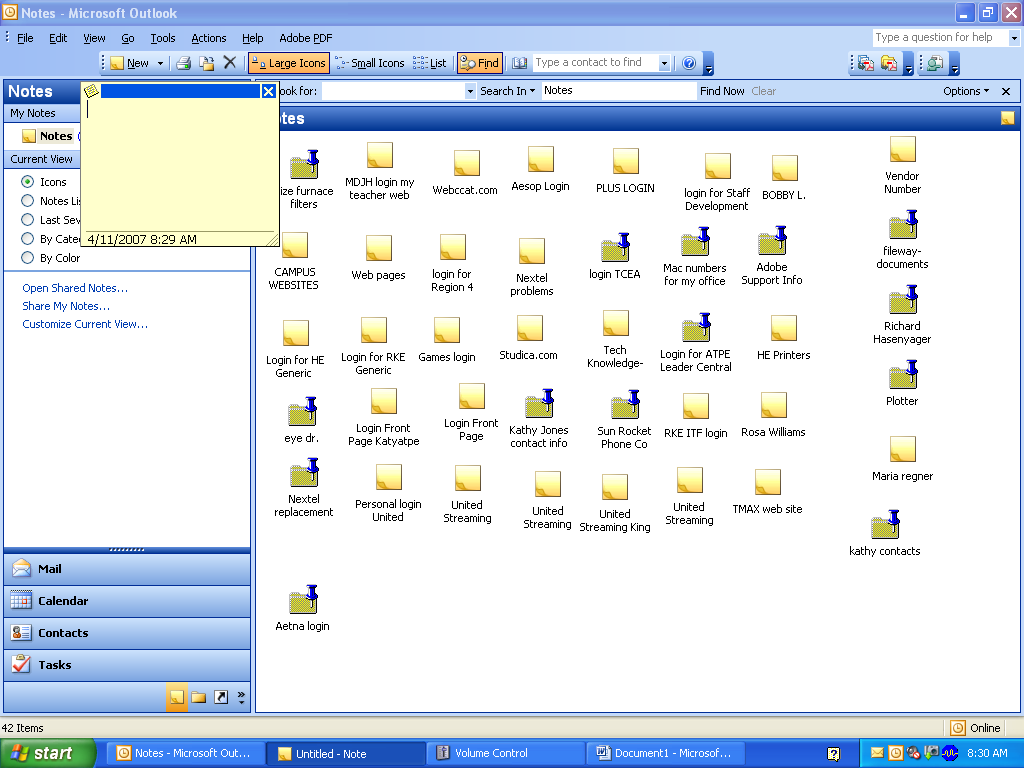
Mark Complete

Status

Priority

**NOTES :** Click the Notes icon at the bottom OR New>Note

You might want to use Notes to keep your passwords straight. ☺



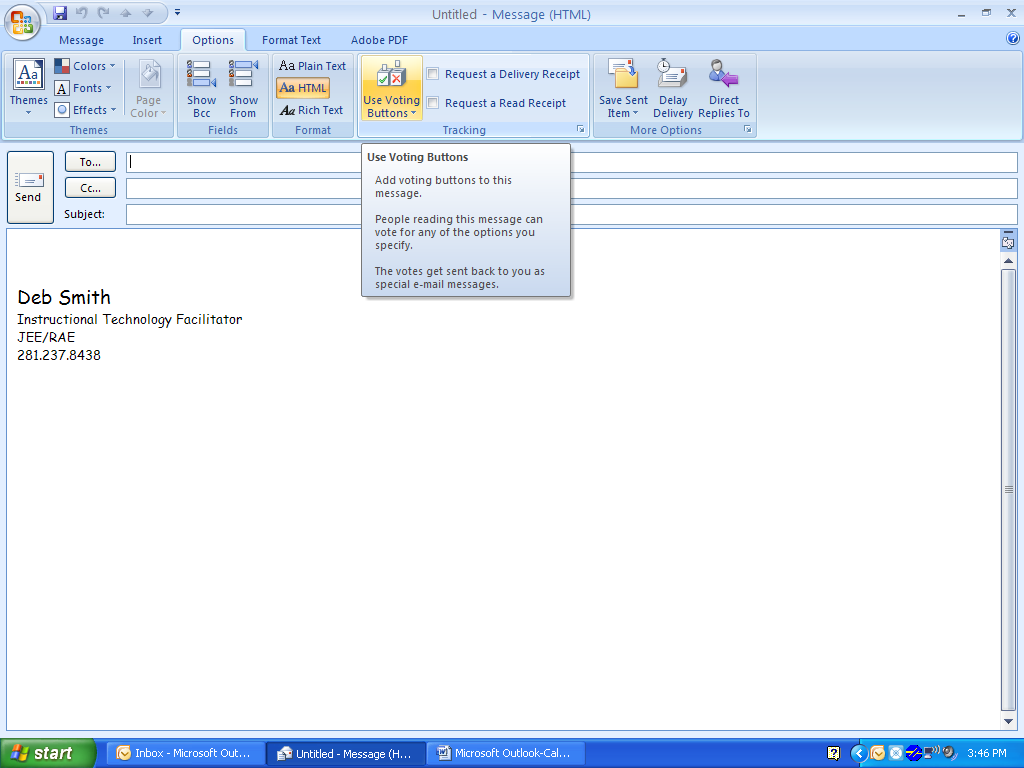
Just type your note and it will automatically save when you close it. These notes can be accessed also from home email. When creating a sticky from home it also adds a pushpin icon.

Right-click on a note and you can color-code it (Categorize)

**Voting Buttons**:

With a new email message open:

Choose the Options tab & Use Voting Buttons



Write it now and have it go out when you want.